

## **Revising Current Contracts**

- A. All Contracts**
- B. To Add a New Region**
- C. To Add New Services**
- D. Revising a Rate on a Contract**

### **A. All Contracts**

#### **NOTES**

- When a resource needs a new service or region added to the contract, it first has to be added to the Service by Area Section under Resources.
  
- Relative Care providers and other placement providers only need a contract showing the **county** where the provider resides.

1. Financial tab → Contracts tab
2. Contract Search Page

My Tasks	Case	Search	Intake	Financial	Reports	Resources
Contract	Invoice Search	Payment Approval	Payment History	Program Code Maintenance	County Budget Limit	TCM Claims

‡ conditionally required field

**Contract Search**

‡ Contract ID:  Region:  County:

‡ Resource ID:  Function Type:   Budget Limit

From:  To:

**Search**

3. Enter Resource ID

4. Click Search

My Tasks	Case	Search	Intake	Financial	Reports	Resources
Contract	Invoice Search	Payment Approval	Payment History	Program Code Maintenance	County Budget Limit	TCM Claims

‡ conditionally required field

**Contract Search**

‡ Contract ID:  Region:  County:

‡ Resource ID:  Function Type:   Budget Limit

From:  To:

**Search**

5. Search Results should show 1 or more contracts.

My Tasks	Case	Search	Intake	Financial	Reports	Resources
Contract	Invoice Search	Payment Approval	Payment History	Program Code Maintenance	County Budget Limit	TCM Claims

‡ conditionally required field

**Contract Search**

‡ Contract ID:  Region:  County:

‡ Resource ID:  Function Type:   Budget Limit

From:  To:

**Search**

*Scroll for more information →*

Resource Name	Contract ID	Vendor ID	Contract Manager	Region
Munchos	16817745	1234	Morehouse,Susan R	99

**NOTE:** If more than one contract listed review to ensure you are updating your Regions contract. Contracts are entered in SHINES based on paper contracts with the providers if applicable. If entering adoption assistance programs you will need to enter a separate contract id.

6. Click on the Contract hyperlink.

Contract | Invoice Search | Payment Approval | Payment History | Program Code Maintenance | County Budget Limit | TCM Claims

Contract ID: 16817745 **Contract Header** \* required

[Expand All](#) [Collapse](#)

**Resource Information**

\* Resource ID: 16826723  
Resource Name: Munchos

Vendor ID	Address Line 1
1234	2 Peachtree St

**Contract Information**

Contract Manager: Morehouse, Susan R **Select Staff** \* Function Type: Service  
\* Procurement Type: Comp Neg \* Region: State Office  
 Budget Limit  Contracted Resource **Save**

**Contract Period List**

Period	Start	End	Early Termination	Status	Renew	Signed
<input checked="" type="radio"/> 1	06/01/2011	06/30/2012	06/30/2012	ACT		<input checked="" type="checkbox"/>

7. View Contract Header Page.
8. Click on Contract Period List section.
9. Click on last period's radio button.
10. Click Select Period button.
11. Go to Contract Version Section.

**Contract Period List**

Period	Start	End	Early Termination	Status	Renew	Signed
<input checked="" type="radio"/> 1	06/01/2011	06/30/2012	06/30/2012	ACT		<input checked="" type="checkbox"/>

**Delete** **Select Period** **Add**

**Contract Version List**

Version	Effective	End	Create	Locked	Comments
<input type="radio"/> 1	06/01/2011	06/30/2012	01/31/2012	<input checked="" type="checkbox"/>	A new period has been added.

**Services** **Add**

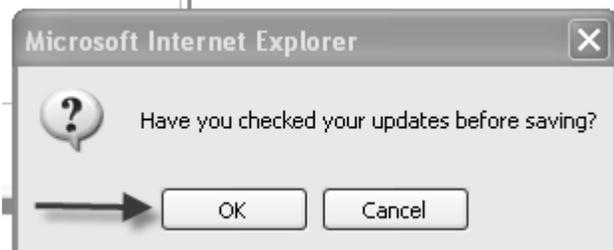
12. A new version has to be added when new services or region is added.
13. Click on ADD button → Contract Version Detail page
14. Enter a new starting date; it has to be 2 days later than the last version. If you are entering a **NEW** State program the start date can not be before the program became effective. **BE CAREFUL WHEN ENTERING THE START DATES. DO NOT ENTER FUTURE DATES. MAKE SURE THE START DATE WILL COVER THE EXPENSES YOU NEED TO PAY.**

The screenshot shows a web form titled "Contract Version Detail". At the top, it displays "Contract ID: 16817745" and "Period: 1". Below this, there is a message: "Please correct the following error(s):" followed by a bullet point: "● Effective date must be more than two days after the previous versions effective date." The form fields include: "Effective:" with a date picker set to "06/03/2011", "Version:" set to "2", "End:" set to "06/30/2012", "Created:" set to "01/31/2012", and a "Locked" checkbox which is unchecked. There is also a "Comment:" text area and "Last Updated By:" and "Last Updated Date:" fields. A "Save" button is located at the bottom right of the form.

15. Click on Save button.



16. You will get an alert message. Click "OK"



17. You will get a second opportunity to make sure you have the correct dates. Click "OK" once you have verified your dates.
18. The screen will re-display the Contract Header Page.

19. Go to Contract Version Section.

Contract Version List

Version	Effective	End	Create	Locked	Comments
<input checked="" type="radio"/> 2	06/03/2011	06/30/2012	01/31/2012		
<input type="radio"/> 1	06/01/2011	06/02/2011	01/31/2012	✓	A new period has been added.

20. Click the radio button next to the new version.

21. Click the Services button.

Contract

Contract ID: 16817745  
Period: 1

**Contract Service List**

Version: 2

CSLI	Service	Payment Type	Unit Type	Unit Rate	Federal Match	Local Match	Total Amount	Budget Balance
1	52151a	<u>Unit Rate</u>	Other	\$ 75.00	0	0	\$ 0.00	\$ 0.00
2	52151b	<u>Unit Rate</u>	Other	\$ 40.00	0	0	\$ 0.00	\$ 0.00
3	52152	<u>Unit Rate</u>	Other	\$ 150.00	0	0	\$ 0.00	\$ 0.00

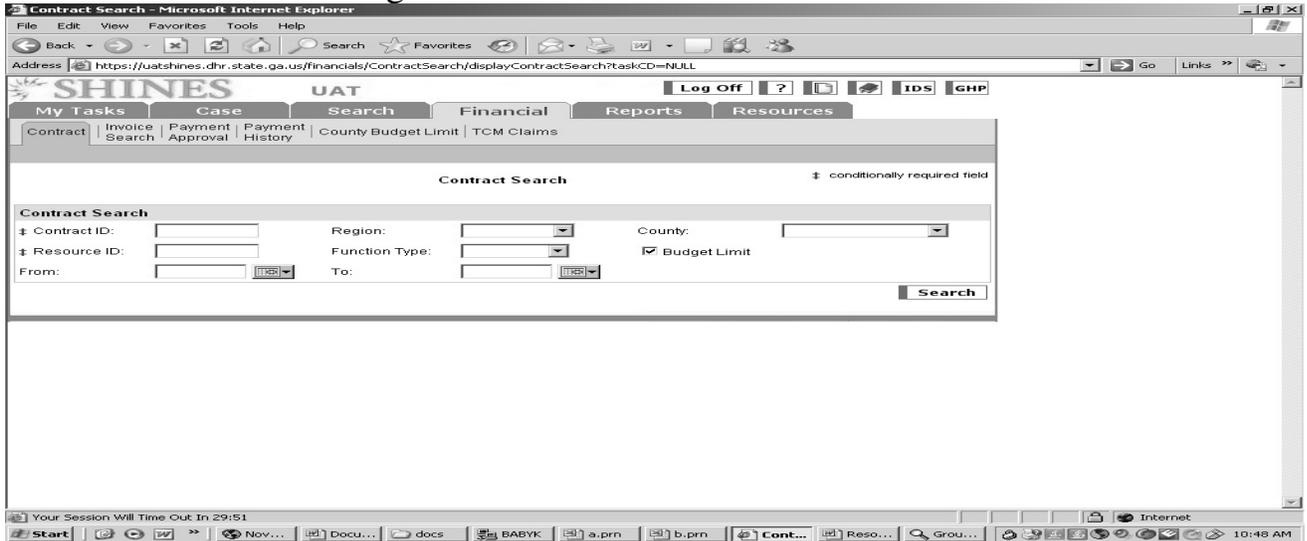
22. This will show the Contract Services list.

23. When there are new services, region or county to be added to the contract the "ADD" button will display.

## B. Add a New Services

Remember to Add the New Program in the Service By Area First

1. Financial tab → Contracts tab
2. Contract Search Page



### 3. Enter Resource ID



### 4. Click Search

My Tasks | Case | Search | Intake | Financial | Reports | Resources

Contract | Invoice Search | Payment Approval | Payment History | Program Code Maintenance | County Budget Limit | TCM Claims

**Contract Search**

‡ conditionally required field

**Contract Search**

‡ Contract ID:  Region:  County:

‡ Resource ID:  Function Type:   Budget Limit

From:  To:

**Search**

*Scroll for more information →*

Resource Name	Contract ID	Vendor ID	Contract Manager	Region
<a href="#">Munchos</a>	16817745	1234	Morehouse,Susan R	99

5. Search Results should show 1 or more contracts.

**NOTE:** If more than one contract listed review to ensure you are updating your Regions contract. Contracts are entered in SHINES based on paper contracts with the providers if applicable. If entering adoption assistance programs you will need to enter a separate contract id.

6. Click on the Contract hyperlink.

Contract | Invoice Search | Payment Approval | Payment History | Program Code Maintenance | County Budget Limit | TCM Claims

Contract | Contract ID: 16817745

**Contract Header** \* required

[Expand All](#) [Collapse](#)

**Resource Information**

\* Resource ID:

Resource Name: Munchos

Vendor ID	Address Line 1
1234	2 Peachtree St

**Contract Information**

Contract Manager: Morehouse,Susan R **Select Staff** \* Function Type:

\* Procurement Type:  \* Region:

Budget Limit  Contracted Resource

**Save**

**Contract Period List**

Period	Start	End	Early Termination	Status	Renew	Signed
<input type="radio"/> 1	06/01/2011	06/30/2012	06/30/2012	ACT		<input checked="" type="checkbox"/>

7. View Contract Header Page.
8. Click on Contract Period List section.
9. Click on last period's radio button.
10. Click Select Period button.
11. Go to Contract Version Section.

Contract Period List							
Period	Start	End	Early Termination	Status	Renew	Signed	
1	06/01/2011	06/30/2012	06/30/2012	ACT		✓	

Contract Version List						
Version	Effective	End	Create	Locked	Comments	
1	06/01/2011	06/30/2012	01/31/2012	✓	A new period has been added.	

12. A new version has to be added when new services or region is added.

13. Click on ADD button → Contract Version Detail page

14. Enter a new starting date; it has to be 3 days later than the last version. If you are entering a NEW State program the start date can not be before the program

Contract

Contract ID: 16817745  
Period: 1

Contract Version Detail \* required field

---

Please correct the following error(s):

- Effective date must be more than two days after the previous versions effective date.

---

**Contract Version Detail**

\* Effective: 06/03/2011  Version: 2

End: 06/30/2012

Created: 01/31/2012  Locked

Comment:

Last Updated By: Last Updated Date:

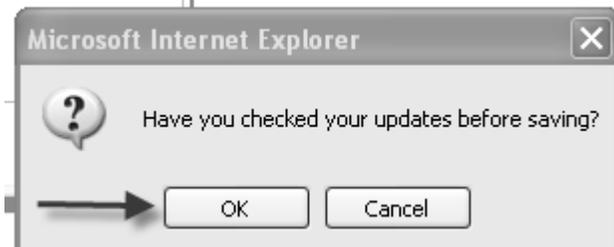
ecame effective.

**15. BE CAREFUL WHEN ENTERING THE START DATES. DO NOT ENTER FUTURE DATES. MAKE SURE THE START DATE WILL COVER THE EXPENSES YOU NEED TO PAY. TO CORRECT IT REQUIRES A DATA FIX!!!!!!**

16. Click on Save button.



17. You will get an alert message. Click “OK”



18. You will get a second opportunity to make sure you have the correct dates.  
Click “OK” once you have verified your dates.

19. The screen will re-display the Contract Header Page

20. Go to Contract Version Section.

Contract Version List						
Version	Effective	End	Create	Locked	Comments	
<input checked="" type="radio"/> 2	06/03/2011	06/30/2012	01/31/2012			
<input type="radio"/> 1	06/01/2011	06/02/2011	01/31/2012	✓	A new period has been added.	

19. Click on the Radio Button next to the latest Contract Version.

20. Click Services → Contract Service List

21. In the Contract Services List page, click on the Add button.

Contract								
Contract ID:	16817745							
Period:	1							
<b>Contract Service List</b>								
Version:	2							
CSLI	Service	Payment Type	Unit Type	Unit Rate	Federal Match	Local Match	Total Amount	Budget Balance
1	52151a	Unit Rate	Other	\$ 75.00	0	0	\$ 0.00	\$ 0.00
2	52151b	Unit Rate	Other	\$ 40.00	0	0	\$ 0.00	\$ 0.00
3	52152	Unit Rate	Other	\$ 150.00	0	0	\$ 0.00	\$ 0.00

22. Select Services (Services shown are only the ones added to the Service by Area section under Resources)

The screenshot shows the 'Contract Service Detail' page. At the top, there are navigation tabs: Contract, Invoice Search, Payment Approval, Payment History, Program Code Maintenance, County Budget Limit, and TCM Claims. Below these, the 'Contract' tab is selected. The page displays 'Contract ID: 16817745' and 'Period: 1'. The main heading is 'Contract Service Detail'. To the right, there are icons for a required field (an asterisk) and a conditionally required field (a dagger). Below this, there is a section titled 'Program Code' with a label '\* Program Code:' and a dropdown menu currently showing '521 - PUP'.

23. Choose the program code you need to add from the drop down box.

24. The Contract Service Detail Page will display.

This screenshot shows the 'Contract Service Detail' page with the 'Program Code' dropdown set to '521 - PUP'. Below this, there is a section titled 'Service Codes' containing a list of 18 service codes, each with a checked checkbox. The codes are arranged in three columns:

- 52148a - 52148a - Rent
- 52148b - 52148b - Mortgage Payment
- 52148c - 52148c - Utility Bills
- 52148d - 52148d - Utility Deposits
- 52148e - 52148e - Minor Home Repairs
- 52148f - 52148f - Minor Legal Services for Guardianship
- 52148g - 52148g - Furniture
- 52149 - 52149 - Day Care services
- 52150 - 52150 - Counseling
- 52151a - 52151a - Drug / Alcohol Screens - Hair Follicide
- 52151b - 52151b - Drug / Alcohol Screens - Urine
- 52151c - 52151c - Drug / Alcohol Screens - Breath Scan
- 52151d - 52151d - Drug Screens - Other
- 52152 - 52152 - Substance Abuse Services
- 52153 - 52153 - Medical/Dental Services
- 52154 - 52154 - Psychological Evaluation
- 52156a - 52156a - Mileage
- 52156b - 52156b - Meals, lodging for case plan
- 52156c - 52156c - Gasoline / Public Transportaion
- 52156d - 52156d - Minor Car Repairs

At the bottom right of the list, there are three buttons: 'Select All', 'De-Select All', and 'Select'.

Notice that all the entitlement codes for that program are check with the Contract Services Detail Page displays.

25. Using the paper contract (if applicable) or Social Services Policy or invoices. You will need to click either “Select”, “Select All”, or “De-Select”.

- Select – All entitlement Codes are listed on the Paper Contract or are needed.
- Select All - All entitlement Codes are listed on the Paper Contract or are needed.
- De-Select All – The paper contract only has certain entitlements listed. Or the contract already has some needed entitlement code. Check need entitlement codes.

Contract ID: 16817745  
Period: 1

**Contract Service Detail**

\* required field  
‡ conditionally required field

**Program Code**

\* Program Code: 521 - PUP

**Service Codes**

<input type="checkbox"/> 52148a - 52148a - Rent	<input type="checkbox"/> 52149 - 52149 - Day Care services	<input type="checkbox"/> 52153 - 52153 - Medical/Dental Services
<input type="checkbox"/> 52148b - 52148b - Mortgage Payment	<input type="checkbox"/> 52150 - 52150 - Counseling	<input type="checkbox"/> 52154 - 52154 - Psychological Evaluation
<input type="checkbox"/> 52148c - 52148c - Utility Bills	<input type="checkbox"/> 52151a - 52151a - Drug / Alcohol Screens - Hair Follicide	<input type="checkbox"/> 52156a - 52156a - Mileage
<input type="checkbox"/> 52148d - 52148d - Utility Deposits	<input type="checkbox"/> 52151b - 52151b - Drug / Alcohol Screens - Urine	<input type="checkbox"/> 52156b - 52156b - Meals, lodging for case plan
<input type="checkbox"/> 52148e - 52148e - Minor Home Repairs	<input checked="" type="checkbox"/> 52151c - 52151c - Drug / Alcohol Screens - Breath Scan	<input type="checkbox"/> 52156c - 52156c - Gasoline / Public Transportaion
<input type="checkbox"/> 52148f - 52148f - Minor Legal Services for Guardianship	<input checked="" type="checkbox"/> 52151d - 52151d - Drug Screens - Other	<input type="checkbox"/> 52156d - 52156d - Minor Car Repairs
<input type="checkbox"/> 52148g - 52148g - Furniture	<input type="checkbox"/> 52152 - 52152 - Substance Abuse Services	

26. Click "Select"

**Program Code**

Program Code: 521 - PUP

**Service Codes**

* Service Code	* Unit Type	* Payment Type	* Unit Rate	Federal Match	State Match
<input checked="" type="checkbox"/> 52151c - 52151c - Drug / Alcohol Screens - Breath Scan	<input type="text"/>				
<input checked="" type="checkbox"/> 52151d - 52151d - Drug Screens - Other	<input type="text"/>				

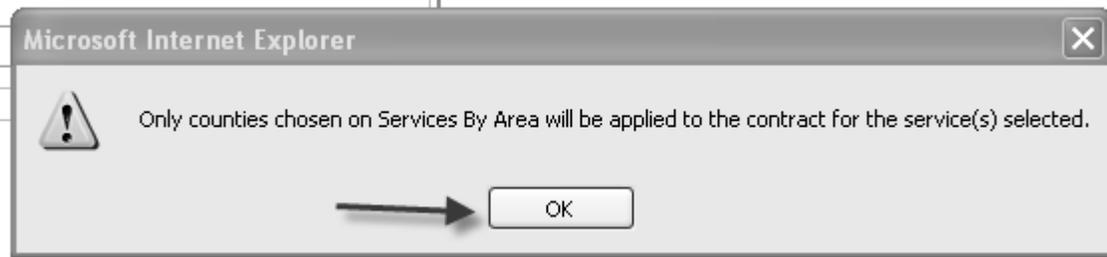
County	Code
Cherokee	057
Cobb	067
Douglas	097

Note: Only the entitlement codes check are now displayed.

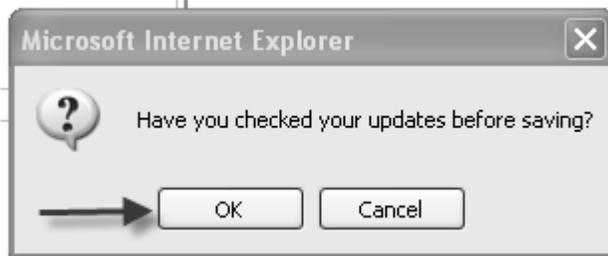
27. Select Unit Type (Placement, Day, Hourly, Session or Other)

28. Select Payment Type (Unit or Var Unit Rate)

29. Enter the Unit Rate for the particular service listed. Remember using either paper contract or policy limits if applicable. For those entitlement codes that no limits or no paper contract is required you can use \$5000.00 unit rates.
30. All counties for the region are listed under the County / Code section.
31. Click “Save”
32. An alert message will appear about the counties – Click “OK”



33. A second alert message will appear giving you a second chance to review what you entered. Click “OK”



34. The Contract Service List will display after saved.

Contract

Contract ID: 16817745  
Period: 1

**Contract Service List**

Version: 2

CSLI	Service	Payment Type	Unit Type	Unit Rate	Federal Match	Local Match	Total Amount	Budget Balance
1	52151a	<u>Unit Rate</u>	Other	\$ 75.00	0	0	\$ 0.00	\$ 0.00
2	52151b	<u>Unit Rate</u>	Other	\$ 40.00	0	0	\$ 0.00	\$ 0.00
3	52152	<u>Unit Rate</u>	Other	\$ 150.00	0	0	\$ 0.00	\$ 0.00
4	52151c	<u>Unit Rate</u>	Other	\$ 65.00	0	0	\$ 0.00	\$ 0.00
5	52151d	<u>Unit Rate</u>	Other	\$ 75.00	0	0	\$ 0.00	\$ 0.00

**Add**

35. Click the small Contract tab
36. The Contract Header Page will Display

37. Scroll down to the Contract Version Section

Contract ID: 16817745

Contract Header

\* required field

[Expand All](#) [Collapse All](#)

**Resource Information**

\* Resource ID:

Resource Name: Munchos

Vendor ID	Address Line 1
1234	2 Peachtree St

**Contract Information**

Contract Manager: Morehouse, Susan R  \* Function Type:

\* Procurement Type:  \* Region:

Budget Limit  Contracted Resource

**Contract Period List**

Period	Start	End	Early Termination	Status	Renew	Signed
1	06/01/2011	06/30/2012	06/30/2012	ACT		✓

**Contract Version List**

Version	Effective	End	Create	Locked	Comments
2	06/03/2011	06/30/2012	01/31/2012		
1	06/01/2011	06/02/2011	01/31/2012	✓	A new period has been added.

38. Click on the Hyperlink for the latest contract version

Contract ID: 16817745  
Period: 1

Contract Version Detail

\* required field

**Contract Version Detail**

Effective:  Version: 2

End: 06/30/2012

Created: 01/31/2012  Locked

Comment:

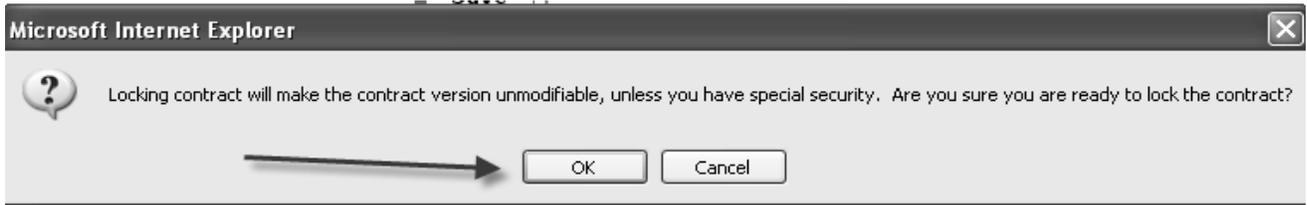
Last Updated By: Last Updated Date: 01/31/2012

39. Put a check mark in the box next to "Locked"

40. Enter any additional comments needed.

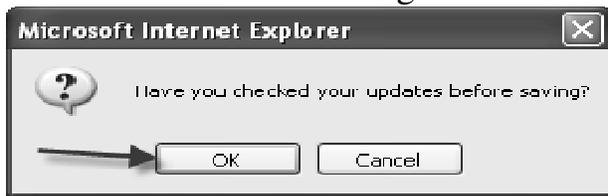
41. Click Save

42. An alert message will appear letting you know your about to lock the contract.



43. Click “OK”

44. A second alert message will appear giving another opportunity to review the dates before saving



45. Click “OK”

46. The Contract Header Page will redisplay – Showing the latest contract version locked

Contract Period List							
Period	Start	End	Early Termination	Status	Renew	Signed	
1	06/01/2011	06/30/2012	06/30/2012	ACT			✓

Buttons: Delete, Select Period, Add

Contract Version List						
Version	Effective	End	Create	Locked	Comments	
2	06/03/2011	06/30/2012	01/31/2012	✓		
1	06/01/2011	06/02/2011	01/31/2012	✓	A new period has been added.	

New: The system now lets you know who updated the contract last and what date it was updated if you have any questions about what was entered and by whom.

Contract

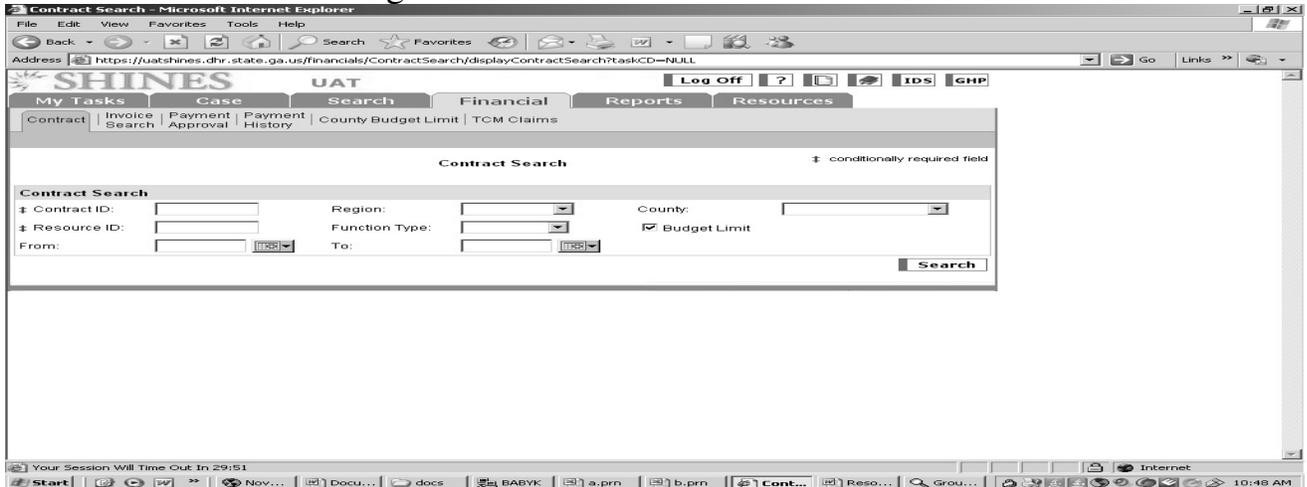
Contract ID: 16817745  
Period: 1

**Contract Version Detail**

Effective: 06/03/2011 [calendar icon] Version: 2  
End: 06/30/2012  
Created: 01/31/2012  Locked  
Comment: [text area]  
Last Updated By: Morehouse, Susan R Last Updated Date: 01/31/2012

### C. Revising a Rate on a Contract

1. Financial tab → Contracts tab
2. Contract Search Page



3. Enter Resource ID
4. Click Search



5. Search Results should show 1 or more contracts.

**NOTE:** Review both contracts to find the more complete up-to-date contract to revise. Do not enter a new contract except for adoption. Make sure you review the contract to ensure the program, county/region are not currently on an existing contract. A resource does not need a separate contract for each Region.

6. Click on the Contract hyperlink.

My Tasks | Case | Search | Intake | Financial | Reports | Resources

Contract | Invoice Search | Payment Approval | Payment History | Program Code Maintenance | County Budget Limit | TCM Claims

Contract Search ‡ conditionally required field

---

**Contract Search**

‡ Contract ID:  Region:  County:

‡ Resource ID:  Function Type:   Budget Limit

From:  To:

**Search**

*Scroll for more information →*

Resource Name	Contract ID	Vendor ID	Contract Manager	Region
<a href="#">Munchos</a>	16817745	1234	Morehouse,Susan R	99

7. View Contract Header Page.

Contract | Invoice Search | Payment Approval | Payment History | Program Code Maintenance | County Budget Limit | TCM Claims

Contract

Contract ID: 16817745 **Contract Header** \* required

[Expand All](#) [Collapse](#)

**Resource Information**

\* Resource ID:

Resource Name: Munchos

Vendor ID	Address Line 1
1234	2 Peachtree St

**Contract Information**

Contract Manager: Morehouse,Susan R **Select Staff** \* Function Type:

\* Procurement Type:  \* Region:

Budget Limit  Contracted Resource

**Save**

▼ **Contract Period List**

Period	Start	End	Early Termination	Status	Renew	Signed
<input type="radio"/> 1	06/01/2011	06/30/2012	06/30/2012	ACT		✓

8. Click on Contract Period List section.

9. Click on last period's radio button.

10. Click Select Period button.

11. Go to Contract Version Section.

The screenshot shows two sections of a web application. The top section is titled "Contract Period List" and contains a table with the following data:

Period	Start	End	Early Termination	Status	Renew	Signed
1	06/01/2011	06/30/2012	06/30/2012	ACT		✓

Below the table are buttons for "Delete", "Select Period", and "Add".

The bottom section is titled "Contract Version List" and contains a table with the following data:

Version	Effective	End	Create	Locked	Comments
1	06/01/2011	06/30/2012	01/31/2012	✓	A new period has been added.

Below the table are buttons for "Services" and "Add". A downward-pointing arrow is positioned above the "Add" button.

12. A new version has to be added when rates are changed.

13. Click on ADD button → Contract Version Detail page

The screenshot shows the "Contract Version Detail" form. At the top, it displays "Contract ID: 16817405" and "Period: 1". The form fields are as follows:

- \* Effective: 06/04/2011 (with a calendar icon)
- Version: 2
- End: 06/30/2012
- Created: 03/05/2012
- Locked
- Comment: (empty text area)
- Last Updated By: (empty text field)
- Last Updated Date: (empty text field)

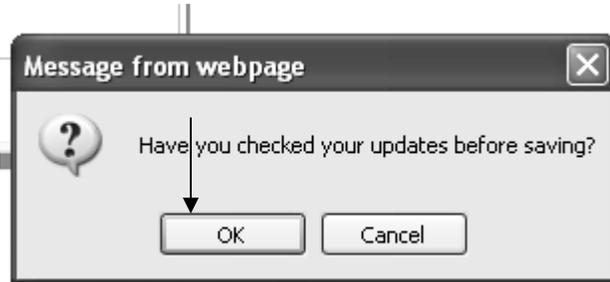
A "Save" button is located at the bottom right. An arrow points from the "Add" button in the previous screenshot to the "Effective" date field, and another arrow points from the "Save" button to the right.

14. Enter a new starting date; it has to be 3 days later than the last version. If you are entering a **NEW** State program the start date can not be before the program became effective. **BE CAREFUL WHEN ENTERING THE START DATES. DO NOT ENTER FUTURE DATES. MAKE SURE THE START DATE WILL COVER THE EXPENSES YOU NEED TO PAY. TO CORRECT IT REQUIRES A DATA FIX!!!!!!**

15. Click on Save button.



16. You will get an alert message: You are creating a new contract version. Continue: Click "OK"



17. You will get a 2<sup>nd</sup> alert message: Have you checked your updates before Saving? Check your dates ONE more time. After reviewing Click "OK"

18. The screen will redisplay the Contract Header Page

19. Go to Contract Version Section.

Contract Header \* required field

[Expand All](#) [Collapse All](#)

**Resource Information**

Resource ID:

Resource Name: Munchos, Inc

Vendor ID	Address Line 1
12345	2 Peachtree St SW

**Contract Information**

Contract Manager: Morehouse, Susan R **Select Staff** \* Function Type:

Procurement Type:  \* Region:

Budget Limit  Contracted Resource

**Save**

**Contract Period List**

Period	Start	End	Early Termination	Status	Renew	Signed
1	06/01/2011	06/30/2012	06/30/2012	ACT		✓

**Delete** **Select Period** **Add**

**Contract Version List**

Version	Effective	End	Create	Locked	Comments
2	06/04/2011	06/30/2012	03/05/2012		
1	06/01/2011	06/03/2011	03/05/2012	✓	A new period has been added.

**Services** **Add**

20. Click on the Radio Button next to the latest Contract Version.

21. Click Services → Contract Service List

Contract

Contract ID: 16817405  
Period: 1

**Contract Service List**

Version: 2

CSLI	Service	Payment Type	Unit Type	Unit Rate	Federal Match	Local Match	Total Amount	Budget Balance
1	52151a	<u>Unit Rate</u>	Other	\$ 75.00	0	0	\$ 0.00	\$ 0.00
2	52151b	<u>Unit Rate</u>	Other	\$ 40.00	0	0	\$ 0.00	\$ 0.00
3	52151c	<u>Unit Rate</u>	Other	\$ 65.00	0	0	\$ 0.00	\$ 0.00
4	52152	<u>Unit Rate</u>	Other	\$ 150.00	0	0	\$ 0.00	\$ 0.00

**Add**

22. Click on the number beside the program that needs the rate updated.

Contract ID: 16817405  
Period: 1

**Contract Service Detail**

\* required field  
‡ conditionally required field

**Contract Service Detail**

Version: 2  
Service: 52151a - Drug / Alcohol Screens - Hair Follicide  
Unit Type: Other  
Federal Match:

CSLI: 1  
\* Payment Type: Unit Rate  
‡ Unit Rate: \$ 75.00  
Local Match:

Code	County
<input checked="" type="checkbox"/> 057	Cherokee
<input checked="" type="checkbox"/> 067	Cobb
<input checked="" type="checkbox"/> 097	Douglas

**Select All** **De-Select All**  
**Save**

23. Go to the Unit Rate Field and enter the new contract Unit Rate.

24. Click Save

25. The Contract Service List will Redisplay.

Contract								
Contract ID:		16817405						
Period:		1						
Contract Service List								
Version:		2						
CSLI	Service	Payment Type	Unit Type	Unit Rate	Federal Match	Local Match	Total Amount	Budget Balance
1	52151a	<u>Unit Rate</u>	Other	\$ 65.00	0	0	\$ 0.00	\$ 0.00
2	52151b	<u>Unit Rate</u>	Other	\$ 40.00	0	0	\$ 0.00	\$ 0.00
3	52151c	<u>Unit Rate</u>	Other	\$ 65.00	0	0	\$ 0.00	\$ 0.00
4	52152	<u>Unit Rate</u>	Other	\$ 150.00	0	0	\$ 0.00	\$ 0.00

**Add**

26. Repeat Steps if other programs need rate updated.

27. Click contract on the 3<sup>rd</sup> Row Tab

28. The Contract Header Page will display.

Contract		Contract Header		* required field		
Contract ID:		16817405				
<a href="#">Expand All</a> <a href="#">Collapse All</a>						
Resource Information						
Resource ID:		16826163				
Resource Name:		Munchos, Inc				
Vendor ID		Address Line 1				
12345		2 Peachtree St SW				
Contract Information						
Contract Manager:		Morehouse, Susan R		<b>Select Staff</b>		
Procurement Type:		Comp Neg		* Function Type: Service		
<input type="checkbox"/> Budget Limit		<input type="checkbox"/> Contracted Resource		* Region: State Office		
<b>Save</b>						
Contract Period List						
Period	Start	End	Early Termination	Status	Renew	Signed
1	06/01/2011	06/30/2012	06/30/2012	ACT		✓
<b>Delete</b> <b>Select Period</b> <b>Add</b>						
Contract Version List						
Version	Effective	End	Create	Locked	Comments	
2	06/04/2011	06/30/2012	03/05/2012			
1	06/01/2011	06/03/2011	03/05/2012	✓	A new period has been added.	

29. To lock the newest contract version Click on the number by the latest contract version.

Contract ID: 16817405  
Period: 1

**Contract Version Detail** \* required field

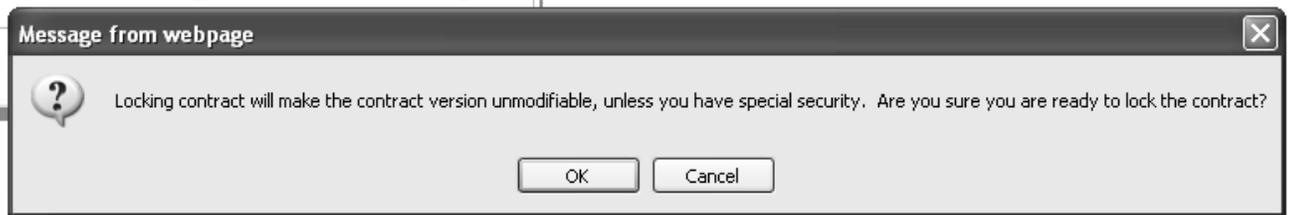
Effective: 06/04/2011 Version: 2  
End: 06/30/2012  
Created: 03/05/2012  Locked  
Comment:  
Last Updated By: Last Updated Date: 03/05/2012

**Save**

30. Click on Locked Box (should have check mark).

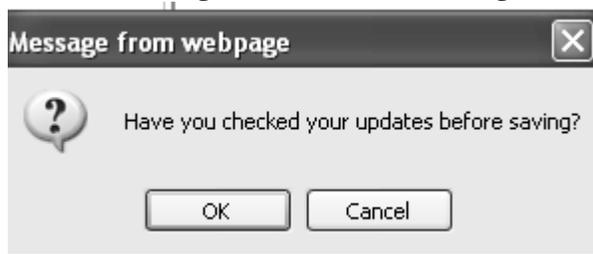
31. Click on Save Button.

32. You will get an alert message:



33. Make sure you have entered all your changes if so Click "OK"

34. You will get a 2<sup>nd</sup> alert message:



35. Check all you updates to make sure they are right then click "OK"

36. The Contract Header Page will re-display showing your latest version is locked.

Contract Version List						
	Version	Effective	End	Create	Locked	Comments
<input type="radio"/>	2	06/04/2011	06/30/2012	03/05/2012	✓	
<input type="radio"/>	1	06/01/2011	06/03/2011	03/05/2012	✓	A new period has been added.